

# FISCAL REPORTS



**FMOC 1002 - FWOC 0302**





## MAIN IDEAS

1. Statement of Agent Officer's Account
2. Daily Agent Accountability Summary
3. Daily Statement of Accountability
4. Statement of Accountability
5. Financial Reports

# Statement of Agent Officer's Account



# Statement of Agent Officer's Account

PURPOSE: DD Form 1081.....

...serves as a summary of cash transactions and receipt for cash and vouchers on hand between DO's and their agent officers.



# Statement of Agent Officer's Account

PURPOSE: DD Form 1081.....

... summarizes transactions for the period of duty covered by the turn-in.

The DO or primary deputy shall verify the 1081 when an account is settled. This included a cash count.

# Statement of Agent Officer's Account

PREPARATION: DD Form 1081

Disbursing Officers shall prepare the DD Form 1081 in an original and 2 copies to account for an advance of funds to an agent officer.



# DD-Form 1081

## STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

LYNN MERTES COL USMC  
7TH FSSG, FMF  
CAMP LEJEUNE, NC 28542-5050

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS  
(Include ZIP Code/APO number) and Telephone number)


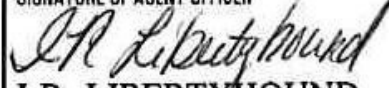
I.R. LIBERTYHOUND, 1STLT, USMC  
000-00-00001  
7TH FSSG, FMF  
CAMP LEJEUNE, NC 28542-5050  
DSN 751-0000

## TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS <i>a</i>	INCREASE (Received by Agent) <i>b</i>	BEGINNING BALANCE (In Agent's Account) <i>c</i>	DECREASE (Turned in by Agent) <i>d</i>	ENDING BALANCE (In Agent's Account) <i>e</i>
1. BALANCE FORWARD		0.00		
2. U.S. DOLLARS	40,000.00			
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify)				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		40,000.00		



# DD-Form 1081

STATEMENTS			
DISBURSING OFFICER		AGENT OFFICER	
<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
20001015	 L. MERTES	20001015	 I.R. LIBERTYHOUND
<input type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER



# Statement of Agent Officer's Account

PREPARATION: DD Form 1081

The agent officer shall prepare the DD Form 1081 in an original and 2 copies to account for a **return of funds and/or vouchers** to the DO.

The agent officer and the Disbursing officer shall place an "X" in the box provided opposite the "On Return" statement as appropriate.

# DD-Form 1081

## STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

LYNN MERTES COL USMC  
7TH FSSG, FMF  
CAMP LEJEUNE, NC 28542-5050



AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS  
(Include ZIP Code/APO number) and Telephone number)

I.R. LIBERTYHOUND, 1STLT, USMC  
000-00-0001  
7TH FSSG, FMF  
CAMP LEJEUNE, NC 28542-5050  
DSN 751-0000

## TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS <i>a</i>	INCREASE (Received by Agent) <i>b</i>	BEGINNING BALANCE (In Agent's Account) <i>c</i>	DECREASE (Turned in by Agent) <i>d</i>	ENDING BALANCE (In Agent's Account) <i>e</i>
1. BALANCE FORWARD		19,500.00		
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS	108.09			
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify)				
8. PAID VOUCHERS			2,600.65	
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		19,608.09		17,007.44

# DD-Form 1081

STATEMENTS			
DISBURSING OFFICER		AGENT OFFICER	
<input type="checkbox"/> <b>ON ADVANCE:</b> I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
<input checked="" type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input checked="" type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
20001001	 L. MERTES	20001001	 I.R. LIBERTYHOUND

# Certifying DD Form 1081 in DDS ○

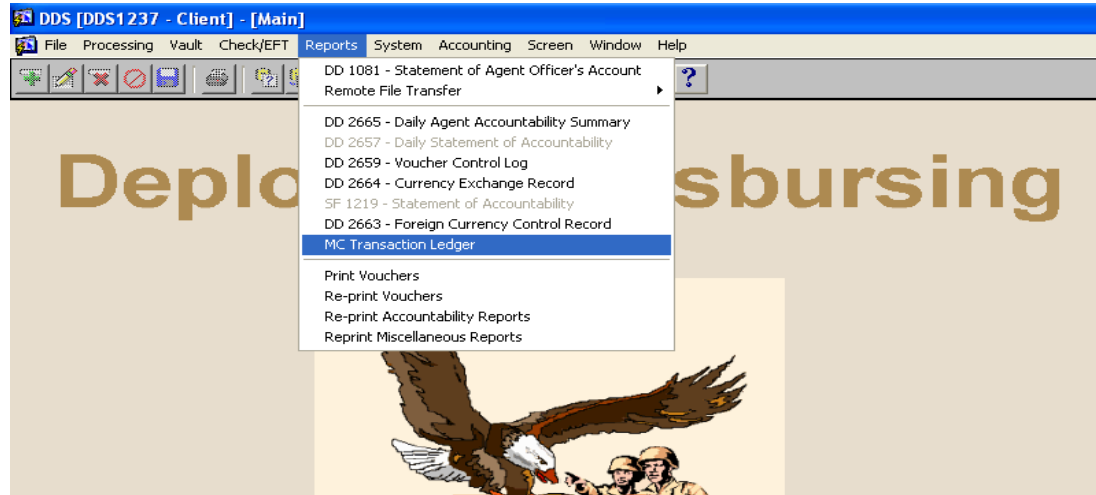
## Deployable Disbursing



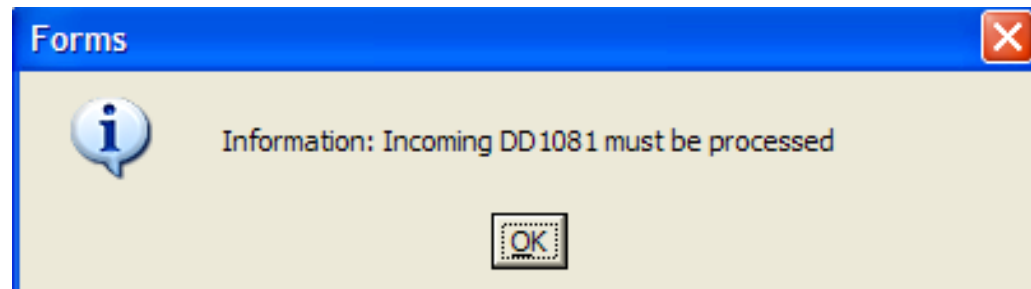
## System

# Certifying DD - Form 1081 in DDS

## Choose reports



## Accept incoming DD Form 1081



# Certifying DD - Form 1081 in DDS

## Confirm DD Form 1081

Issuing User Id: CA1 Receiving User Id/Site: DA110001

Issuing User Site: 10001 Name of Receiver: PABLO SANCHEZ

Name of Issuer: CASHIERONE CASHIERONE

☒ Return ☐ Partial ☐ Advance ☐ Full

Generate Vouchers Confirm Reject










STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	100,000.00	.00	105,000.00
1	2 U.S. Dollars:	.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	5,000.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 10/19/2009 A Sequence Number: 1

# Certifying DD - Form 1081 in DDS

Ensure all cash is accounted for

Curr Code	On Hand	Amount		Exch Rate	US Equiv
US	49,900.00	49,900.00		1	49,900.00
					
					
					
					
					
					
					
					

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:



# Certifying DD - Form 1081 in DDS

All checks are accounted for

Check or Tracer Number	Date	Curr Code	Amount	Exch Rate	US Equiv	NI Type	Payee
<input checked="" type="checkbox"/> 205	04/12/2007	US	100.00	1	100.00	PC	NATHAN E VASHER
<input checked="" type="checkbox"/> 301	04/12/2007	US	100.00	1	100.00	PC	BROWN, DAVID S
<input checked="" type="checkbox"/> 302	04/12/2007	US	100.00	1	100.00	PC	METCALF, TERRY B
<input checked="" type="checkbox"/> 401	04/12/2007	US	100.00	1	100.00	TC	TATE, MICHAEL A
<input checked="" type="checkbox"/> 402	04/12/2007	US	100.00	1	100.00	TC	CLARK, KELLIE L
<input checked="" type="checkbox"/> 501	04/12/2007	US	100.00	1	100.00	TV	GARZA, ROBERT H
<input checked="" type="checkbox"/> 502	04/12/2007	US	100.00	1	100.00	TV	EDWARDS, BRIAN D
<input checked="" type="checkbox"/> 601	04/12/2007	US	100.00	1	100.00	MO	HAYNES, GAYLE N
<input checked="" type="checkbox"/> 602	04/12/2007	US	100.00	1	100.00	MO	WILLIAMS, KEVIN E
<input type="checkbox"/>							

Unselect All

US Equivalent of Treasury Checks Selected:

US Equivalent of EFT For Cash Selected:

US Equivalent of Dishonored Checks Selected:

US Equivalent of Negotiable Instruments Selected:

OK Cancel

# Certifying DD - Form 1081 in DDS

## Verify agent's balance

Issuing User Id: CA1 Receiving User Id/Site: DA110001

Issuing User Site: 10001 Name of Receiver: PABLO SANCHEZ

Name of Issuer: CASHIERONE CASHIERONE

☒ Return
 ☐ Partial
 ☐ Advance
 ☒ Full

Generate Vouchers Confirm Reject

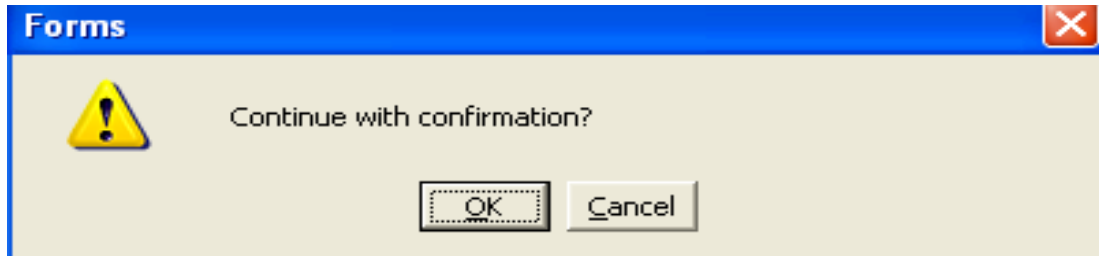
STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
6	8 Paid Vouchers:	.00	.00	100.00	.00
	9 Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1 Overdrafts:	.00	.00	.00	.00
7	10.2 Loss of Funds:	.00	.00	.00	.00
	10.3 Transfers In and Out:	.00	.00	.00	.00
	10.4 Stored Value Card Load:	.00	.00	.00	.00
	11 Stored Value Card Sales:	.00	.00	.00	.00
	12 Total Funds:	.00	105,000.00	.00	.00

Business Day: 10/19/2009 A Sequence Number: 1

# Certifying DD - Form 1081 in DDS

## Confirm DD Form 1081



## Save Copy

Page: 1

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		40,000.00
2. U.S. DOLLARS	20,000.00			
3. FOREIGN CURRENCY	20,000.00			
4. MILITARY PAYMENT CERTIFICATE				





## MAIN IDEAS

1. Statement of Agent  
Officer's Account
2. Daily Agent  
Accountability  
Summary
3. Daily Statement of  
Accountability
4. Statement of  
Accountability
5. Financial Reports

# Daily Agent Accountability Summary



# Daily Agent Accountability Summary

PURPOSE: DD Form 2665.....

.....is the prescribed daily accountability document to the DO for deputies, agents, and cashiers.



# Daily Agent Accountability Summary

PURPOSE: DD Form 2665

Summarizes transactions for each business day.

Stand-alone document that provides a complete picture of the deputy, agent, or cashier's accountability transactions from day to day.



# Daily Agent Accountability Summary

PREPARATION: DD Form 2665

Every deputy, agent and cashier shall prepare a 2665 for each day business is transacted.

Prepared in an original ONLY and shall be a permanent record (typed or printed in black ink).

# **Daily Agent Accountability Summary**

**PREPARATION: DD Form 2665**

Prepared daily in conjunction with the DD Form 1081.

The DD Form 1081 is used as the covering transmittal document for submission of the DD Form 2665 to the Disbursing Officer.

# DAAS Section I

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 20001001		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. CUMULATIVE	
(1)	ACCOUNTABILITY - BEGINNING				19,500.00		
(2)	I N C R E A S E S	ADVANCES	a. CASH	b. PREPOSITIONED CHECKS	c. OTHER		
(3)		VOUCHERED COLLECTIONS				108.09	
(4)		TREASURY CHECK ISSUES	a. VOUCHERED 310.44		b. OTHER	310.44	
(5)		TRANSFERS FROM OTHER DISBURSING OFFICERS					
(6)		EXCHANGE GAIN ACCUMULATIONS					
(7)		OTHER (Explain)					
(8)		TOTAL INCREASES				418.53	
(9)	GROSS ACCOUNTABILITY				19,918.53		
(10)	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
(11)		EXCHANGE LOSS ACCUMULATIONS					
(12)		OTHER (Explain)					
(13)		RETURNS TO PRINCIPAL	a. PAID VOUCHERS 2911.09		b. DEPOSIT TICKETS	2,911.09	
		c. OTHER (Explain)					
(14)	TOTAL DECREASES				2,911.09		
(15)	ACCOUNTABILITY - ENDING				17,007.44		

# DAAS Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE NO.	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
(16)	LIMITED DEPOSITARY	UNITS	RATE			
(17)	CASH ON HAND (U.S.)			17,007.44		17,007.44
(18)	CASH ON HAND (Foreign)	a. ACCOMMODATING	UNITS	RATE		
		b. OPERATING	UNITS	RATE		
(19)	PREPOSITIONED TREASURY CHECKS					
(20)	NEGOTIABLE INSTRUMENTS (U.S.)					
(21)	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
(22)	MILITARY PAYMENT CERTIFICATES					
(23)	PAID VOUCHERS			2,911.09	2,911.09	
(24)	FUNDS IN TRANSIT					
(25)	FUNDS WITH SUBAGENTS					
(26)	DEPOSIT TICKETS (Not LDA)					
(27)	DISHONORED CHECKS RECEIVABLE					
(28)	CHECK OVERDRAFTS RECEIVABLE					
(29)	LOSS OF FUNDS					
(30)	DEFERRED VOUCHERS					
(31)	OTHER (Explain)					
(32)	TOTAL AGENT ACCOUNTABILITY			19,918.53	2,911.09	17,007.44

# DAAS Section III

## SECTION III - LOCATION OF CASH/NEGOTIABLE INSTRUMENTS

a. LINE NO.	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAY- MENT CERTIFICATES	g. OTHER
(33)	AGENT		17,007.44			
(34)	DEPUTY AGENT					
(35)	CASHIER					
(36)	OTHER (Specify)					
(37)	TOTALS		17,007.44			

2. NAME OF AGENT (Type or Print)

I.R. LIBERTYHOUND, 1STLT, USMC,  
DEPUTY DISBURSING OFFICER

3. ADDRESS OF AGENT (Type or Print)

7TH FSSG, FME, CLNC 28542-5050

4. SIGNATURE OF AGENT

  
I. R. LIBERTYHOUND

DD Form 2665, AUG 93 (EG)

REPLACES DA FORM 3924, AUG 87; NAVCOMPT FORM 379, DEC 65;  
AND AF FORM 1372, AUG 81; WHICH ARE OBSOLETE.

Designed using Perform Pro,  
WHS/DIOR, Nov 96



## DAAS Section IV

**(38) DEPOSIT TICKETS ON HAND**

[illegible]

00001	THRU	00003	THRU	THRU
-------	------	-------	------	------

[illegible]

NOT USED	DUPLICATED	VOIDED

## DAAS Section IV

<b>(40) COLLECTION VOUCHERS ON HAND</b>									
THRU			THRU			THRU			
00001	THRU	00001	THRU			THRU			
THRU			THRU			THRU			
THRU			THRU			THRU			
THRU			THRU			THRU			
THRU			THRU			THRU			
NOT USED			DUPLICATED			VOIDED			
<b>(41) VOUCHERS RETURNED FOR CORRECTION (ON HAND)</b>									
PAID VOUCHERS					COLLECTION VOUCHERS				
<b>(42) TREASURY CHECK STOCK ON HAND</b>									
SERIES			SERIES			CONTROL STOCK			
00,007,421	THRU	00,007,499	THRU			THRU			
THRU			THRU			THRU			
THRU			THRU			THRU			
THRU			THRU			THRU			
THRU			THRU			THRU			
<b>(43) AGENT REMARKS</b>									



# Certifying DD Form 2665 in DDS O.

## Deployable Disbursing



## System

# Certifying DD Form 2665 in DDS

## Automatically Generated

User Code: CA1 Date of Last DD2665: Generate System Vouchers

Name: CASHIERONE CASHIERONE Business Date: 10/19/2009 A Finalize Report

Refresh

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	.00	.00
2.	Advances	100,000.00	100,000.00
	a. Cash	100,000.00	
	b. Prepositioned Checks		
	c. Other		
3.	Voucher Collections	5,000.00	5,000.00
4.	Treasury Check Issues	.00	.00
	a. Vouchered	.00	
	b. Other	.00	
5.	Transfers from Other Disbursing Officers		.00
6.	Exchange Gain Accumulations	.00	.00
7.	Other	.00	.00

# Practical Application







## MAIN IDEAS

1. Statement of Agent Officer's Account
2. Daily Agent Accountability Summary
3. Daily Statement of Accountability
4. Statement of Accountability
5. Financial Reports

# Daily Statement of Accountability



# Daily Statement of Accountability



PURPOSE: DD Form 2657

Summarizes the amounts the Treasury would look to recover from DO if operation ceased on that day.

Documents representing cash will be kept in the vault/safe and be accounted for daily on the DD 2657.

During inspections, the DD 2657 will be presented to the Inspecting Officer for examination.

# Daily Statement of Accountability



PURPOSE: DD Form 2657

Amounts on the DD 2657 are at a summary level only.

Section I of the DD 2657 computes the total DO accountability to the Treasury at the end of each business day.





# Daily Statement of Accountability



PREPARATION: DD Form 2657

Every DO **shall** prepare a DD 2657 for each day business is transacted.

The DD 2657 shall be prepared in an original **only** and shall be a permanent record (**typed, or printed in black ink**)



# DD Form 2657 10-01

DAILY STATEMENT OF ACCOUNTABILITY				1. DSSN 8190	2. DATE 20001001
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY					
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day			20,000.00	20,000.00
2.1A	I N C R E A S E S	CHECKS ISSUED IN PAYMENT OF VOUCHERS		310.44	310.44
2.1B		CHECKS ISSUED - ALL OTHERS			
2.3		OTHER TRANSACTIONS (Do not report on SF 1219)			
2.34		DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.38		PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37		TRANSFERS FROM OTHER DOs			
2.8		OPAC PAYMENTS AND COLLECTIONS			
2.9		TOTAL ACCOUNTABILITY INCREASES		310.44	310.44
3.0	GROSS ACCOUNTABILITY			20,310.44	20,310.44
4.1A			Gross Disbursements	2,911.09	2,911.09
4.1B			Less - Refunds	108.09	108.09
4.1C			Net Disbursements	2,803.00	2,803.00
4.1D			Less - Receipts		
4.1E			Less - Reimbursements		
4.1F	D E C R E A S E S	NET EXPENDITURES		2,803.00	2,803.00
4.2A		DEPOSITS PRESENTED OR MAILED TO BANK			
4.2B		EFT DEBIT VOUCHERS			
4.3		OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34		DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.38		PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37		TRANSFERS TO OTHER DOs			
4.9	TOTAL ACCOUNTABILITY DECREASES		2,803.00	2,803.00	
5.0	ACCOUNTABILITY - End of Day			17,507.44	17,507.44

# DD Form 2657 10-01

## SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

a. LINE NO.	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
8.1	DESIGNATED DEPOSITARY			
8.2A	U.S. CURRENCY/COINAGE ON HAND			17,007.44
8.2B	FOREIGN CURRENCY/COINAGE ON HAND			
8.3A	UNDEPOSITED COLLECTIONS - GENERAL			
8.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			
8.4	CUSTODY OR CONTINGENCY CASH			500.00
8.5	FUNDS WITH AGENTS			
8.6	ADVANCES TO CONTRACTORS			
8.7	CASH IN TRANSIT			
8.8	PAYROLL CASH			
8.9	OTHER			
7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY			17,507.44

# DD Form 2657 10-01

SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DDs				
a. LINE NO.	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DD's ACCOUNTABILITY			

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED				
a. LINE NO.	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY			17,507.44

3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE <i>(Type or Print)</i> L. MERTES COL USMC DISBURSING OFFICER	4. DISBURSING OFFICER OR DEPUTY SIGNATURE	5. DATE 20001001
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DD Form 2657, AUG 93 (EG)

REPLACES DA FORMS 3994, 4305, AND 5260; NAVCOMPT FORMS 245 AND 379; AND AF FORMS 1342 AND 1379; WHICH ARE OBSOLETE.

Designed using PerformPro, WHS/DIOR, Oct 94

# DD Form 2657-2 10-01

SECTION V - DISTRIBUTION OF CASH ON HAND				
LOCATION	FOREIGN CURRENCY- RATE:		U.S. CURRENCY	OTHER
	UNITS	U.S. EQUIVALENT		
VAULT CASH				
DISBURSING OFFICER				
DEPUTY DO - A			17,007.44	
DEPUTY DO - B				
DEPUTY DO - C				
DEPUTY DO - D				
CASHIER - A				
CASHIER - B				
CASHIER - C				
OTHER			500.00	

# DD Form 2657-2 10-01

TOTAL			17,507.44	

DD Form 2657, AUG 93 (BACK)

# DD Form 2657-2 10-01

TOTAL			17,507.44	

DD Form 2657, AUG 93 (BACK)



# Practical Application







## MAIN IDEAS

1. Statement of Agent  
Officer's Account
2. Daily Agent  
Accountability  
Summary
3. Daily Statement of  
Accountability
4. Statement of  
Accountability
5. Financial Reports  
Accountability

# Statement of Accountability



# Statement of Accountability



PURPOSE: SF 1219

Shows summary totals of all receipts and expenditures of public funds occurring during the accounting period.

Shows the status of  
The DO's account at  
The close of the  
Accounting period.



# Statement of Accountability



PURPOSE: SF 1219

Normally begins on the 1<sup>st</sup> day of each calendar month and ends on the last day of each calendar month. (Exception- when DO is relieved during the accounting period)

An accounting period never ends beyond the end of a calendar month or the Fiscal year.

# Statement of Accountability



PREPARATION: SF 1219

Erasures, strikeovers, or marks of any description other than legitimate entries are not permitted on the Standard Form 1219.

Use the cumulative month-to-date totals from the final DD Form 2657 for the accounting period (**month**) to complete the similarly numbered lines of the SF 1219.

# SF 1219

STANDARD FORM 1219 (EG)  
Revised 4-82  
Department of the Treasury  
1 TFRM 2-3100

## STATEMENT OF ACCOUNTABILITY

NAME OF DISBURSING OFFICER <b>L. MERTES</b>		LOCATION OF DISBURSING OFFICER (Mailing address) <b>7TH FSSG, FMF CLNC 28542-5050</b>
NAME OF AGENCY <b>USMC</b>		
PERIOD OF ACCOUNT FROM: <b>20001001</b>	THROUGH: <b>20001031</b>	AGENCY LOCATION CODE (ALC) (Show main check symbol number) <b>60909/8190</b>

### SECTION I. - GENERAL STATEMENT OF ACCOUNT

#### PART A. - TRANSACTIONS DURING PERIOD AFFECTING ACCOUNTABILITY

1.00	TOTAL ACCOUNTABILITY BEGINNING OF PERIOD	\$	20,000.00
2.0	INCREASES IN ACCOUNTABILITY		
2.1	CHECKS ISSUED ON U.S. TREASURY	\$	59,293.94
2.3	OTHER TRANSACTIONS		
2.34	DISCREPANCIES IN D.O. ACCOUNTS - CREDITS		
2.36	PAYMENTS BY ANOTHER D.O.		
2.37	TRANSFERS FROM OTHER DISBURSING OFFICERS		
2.39			
2.9	TOTAL INCREASES IN ACCOUNTABILITY	\$	59,293.94
3.0	SUBTOTAL	\$	79,293.94
4.0	DECREASES IN ACCOUNTABILITY		
4.1	NET DISBURSEMENTS	\$	49,190.85
4.2	DEPOSITS PRESENTED OR MAILED TO BANK		15,407.54
4.3	OTHER TRANSACTIONS		
4.34	DISCREPANCIES IN D.O. ACCOUNTS - DEBITS		
4.36	PAYMENTS FOR ANOTHER D.O.		
4.37	TRANSFERS FROM OTHER DISBURSING OFFICERS		
4.39			
4.9	TOTAL DECREASES IN ACCOUNTABILITY	\$	64,598.39
5.00	TOTAL ACCOUNTABILITY CLOSE OF PERIOD	\$	14,695.55



# SF 1219

## PART B. - ANALYSIS OF INCUMBENT OFFICER'S ACCOUNTABILITY

6.1	CASH ON DEPOSIT IN DESIGNATED DEPOSITORY	\$	
	(Name and location of depository)		
6.2	CASH ON HAND		
6.3	CASH - UNDEPOSITED COLLECTIONS		14,195.55
6.4			
6.5	CASH IN CUSTODY OF GOVERNMENT CASHIERS		
6.6			500.00
6.7			
6.8			
6.9			
7.1	DEFERRED CHARGES - VOUCHERED ITEMS		
7.2	RECEIVABLES - CHECK OVERDRAFTS		
7.3	LOSSES OF FUNDS		
7.4	RECEIVABLES - DISHONORED CHECKS		
7.5			
7.6			
7.7			
7.8			
7.9			
8.0	TOTAL OF MY ACCOUNTABILITY	\$	14,695.55

## PART C. - ANALYSIS OF PREDECESSOR OFFICERS' ACCOUNTABILITY

9.2	RECEIVABLES - CHECK OVERDRAFTS	\$	
9.3	LOSSES OF FUNDS		
9.4	OTHER ACCOUNTABILITY		
10.0	TOTAL PREDECESSOR OFFICERS' ACCOUNTABILITY	\$	
11.0	TOTAL DISBURSING OFFICE ACCOUNTABILITY (Same as line 5.00 above)	\$	14,695.55

I certify that this is a true and correct statement of accountability for the period stated at the office referred to above.

NAME AND TELEPHONE NUMBER OF CONTACT

L. MERTES (910) 451-1111

SIGNATURE AND TITLE OF CERTIFIER

DATE

20001101

# SF 1219 Section II

## SECTION II. - SUMMARY BY SYMBOL OF CHECK AND DEPOSIT TRANSACTIONS WITH U.S. TREASURY

### PART A. - CHECKS ISSUED AND ADJUSTMENTS FOR PRIOR PERIODS\*

CHECK SYMBOL	AMOUNT OF CHECKS ISSUED THIS PERIOD	ADJUSTMENTS FOR PRIOR MONTHS' ISSUES (+ or -)				TOTAL CHECKS ISSUED + (Column 2 <u>+</u> 3 and <u>+</u> 4)
		BY TFS FORMS 5206		OTHER		
		ISSUE (Month and year)	AMOUNT	ISSUE (Month and year)	AMOUNT	
(1)	(2)	(3)		(4)		(5)
8190	TC 210		TC 211		TC 212	59,293.94
	59,293.94					
TOTALS ‡	59,293.94					59,293.94

# SF 1219 Section II

## PART B. - SUMMARY OF DEPOSITS PRESENTED OR MAILED TO BANK (Line 4.2)

DEPOSIT SYMBOL (1)	DEPOSITS PRESENTED OR MAILED TO BANK THIS MONTH (2)	DEPOSITS PRESENTED OR MAILED TO BANK IN PRIOR MONTHS BUT RECORDED IN ACCOUNTS THIS MONTH		TOTAL DEPOSITS PRESENTED OR MAILED TO BANK** (Column 2 + 4) (5)
		MONTH PRESENTED OR MAILED TO BANK (3)	AMOUNT (4)	
8190	TC 420 15,407.54		TC 420	15,407.54
TOTALS ‡	15,407.54			15,407.54

\* The totals reported in these columns must be in agreement with the corresponding amounts reported on SF 1179.

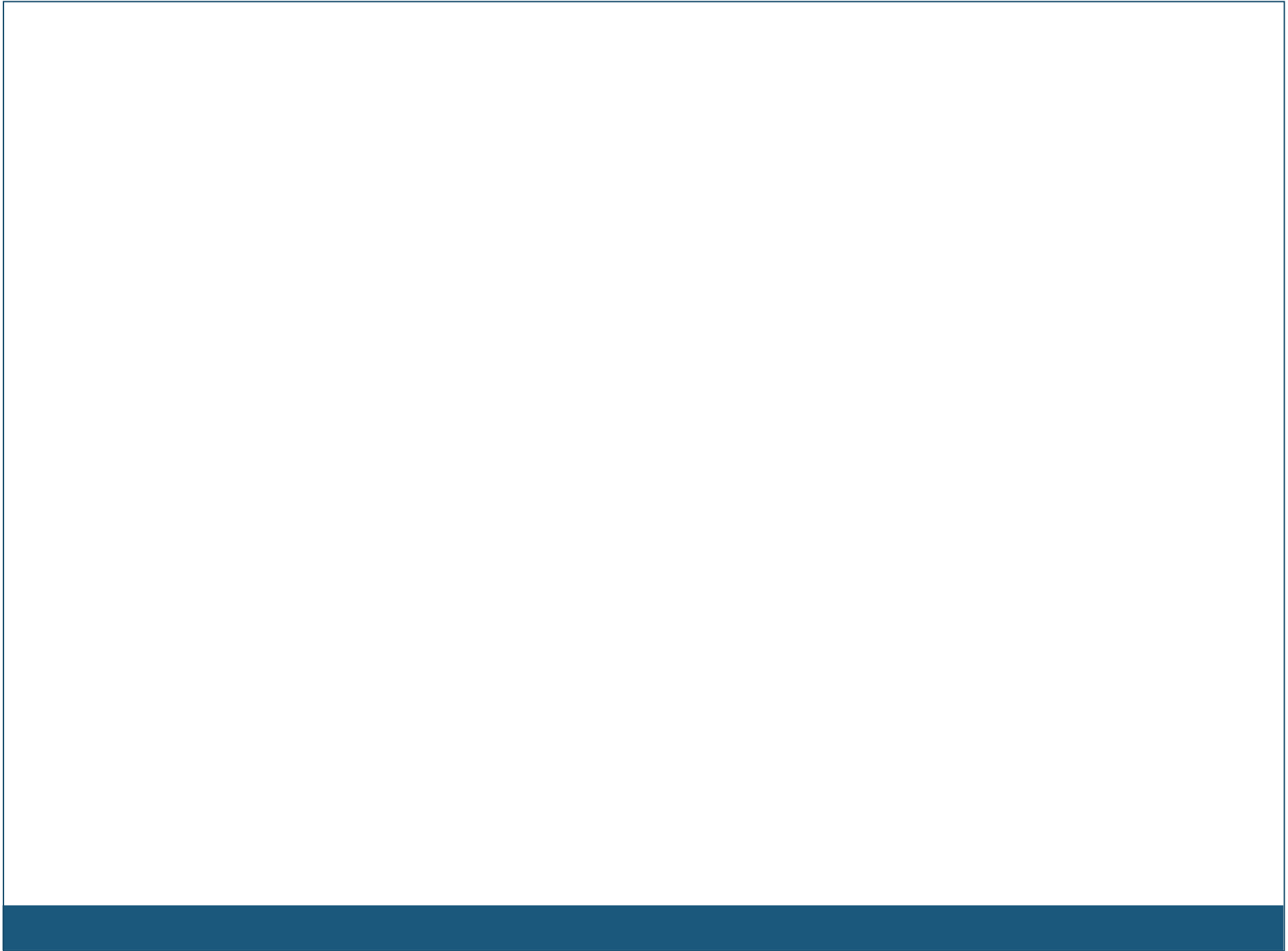
† The total reported in this column must be in agreement with total shown on line 2.1 on the face of this statement.

‡ For use only if more than one (1) symbol is listed.

\*\* The total reported in this column must be in agreement with total shown on line 4.2 on the face of this document.

# Practical Application







## MAIN IDEAS

1. Statement of Agent Officer's Account
2. Daily Agent Accountability Summary
3. Daily Statement of Accountability
4. Statement of Accountability
5. Financial Reports
5. Financial Reports

# Financial Reports





# Financial Reports



All DO's assigned to activities using DSSN's obtained for the Marine Corps shall submit their Financial reports to DFAS-Indianapolis.





# Financial Reports



At the end of each business day, once the DD Form 2665 has been completed and balanced..

...financial information electronically transmitted to DFAS Indianapolis.

...original vouchers and documents are stored in a vault or safe until the end of the month.

# Financial Reports



DFAS-Indianapolis shall receive all financial reports by close of business on the second day of each month.

Closeout will be conducted on the last business day of the month

# Financial Reports



PREPARATION: Message Report

Category codes are as follows:

Code

Category

1

Travel vouchers

2

Civilian payrolls

3

Military payrolls

4

All other vouchers

# Financial Reports



PREPARATION: Message Report

Report Format

Assembly of Advance Reports

Assembly of Original Documents

Packaging

Mailing

# Financial Reports



## RETENTION: Disbursing Office Reports

Original disbursing office records and associated papers shall be retained as government property.

Documents shall be readily accessible to the DO or the designated settlement office, for a 6 year and 3 month period.

# Financial Reports



## RETENTION: Disbursing Office Reports

Duplicate copies of disbursement and collection vouchers and associated supporting documents may be destroyed after one year.

Unclassified records do not require special security or storage controls and may be stored in open files or cabinets.

# Financial Reports



RELIEF: Disbursing Officer

The relieved DO will submit the message report no later than the first workday following the date of relief.

The relieving DO shall submit the message report on the first workday following the end of the accounting period.

# Financial Reports



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### International Treasury Services

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U. S. Department of the Treasury - Financial Management Service

Done Trusted sites



# Financial Reports




Financial Management Service - Microsoft Internet Explorer provided by NMCI

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ENV: ITS Production - Primary SITE: Production Primary MODE: PROD Cycle Date: Jan 29, 2009

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**About ITS.GOV**

**ITS.GOV News**

- ITS.gov will be closed on Monday February 16, 2009 for Presidents Day.
- In accordance with the US Energy Policy Act of 2005, ITS.gov will switch to Daylight Savings Time (DST) from the second Sunday in March (March 9, 2008) until the first Sunday in November (November 2, 2008) Please adjust your processing needs accordingly.
- All User Provision Requests should be forwarded to the new group mailbox at [nyits.administrator@ny.frb.org](mailto:nyits.administrator@ny.frb.org).
- International Treasury Services will be performing scheduled maintenance on the ITS.gov application on Saturday, March 14, 2009. The application will not be available for updates or inquiry starting at 4:00 PM March 13, 2009 until Sunday, March 15, 2009 at 11:00 PM.
- Payments must be available for release and certified through ECS/SPS by 1:00pm Central Standard Time.
- ITS.GOV is available for data entry and verification of payments 22 hours per day. ITS.GOV is not available from 8:00pm - 10:00pm Central Standard Time.
- ITS.GOV customer service is available Sunday from 11:00 pm thru Friday 6:00 pm Eastern Time please dial (201)531-3777. ITS.gov is not available for data entry and verification of payments during the following times due to system maintenance. Monday to Thursday 9:00 pm - 11:00 pm Eastern Time and Friday 9:00 pm - 12:00 am Eastern Time.

**DFAS Cleveland News**

- Payments must be released by 11:00am Eastern Time.
- ITS.GOV is available for data entry and verification of payments 22 hours per day. ITS.GOV is not available for data entry and verification updates Monday to Thursday 9:00pm - 11:00pm Eastern Time and Friday 9:00 pm - 12:00 am Eastern Time due to system maintenance.
- ITS.GOV customer service is available Monday - Friday from 12:00 am - 6:00 pm Eastern Time, dial (201)531-3777

**DFAS Columbus News**

- ITS.GOV is available for data entry and verification of payments 22 hours per day. ITS.GOV is not available for data entry and verification updates Monday to Thursday 9:00pm - 11:00pm Eastern Time and Friday 9:00 pm - 12:00 am Eastern Time due to system maintenance.
- ITS.GOV customer service is available Monday - Friday from 12:00 am - 6:00 pm Eastern Time, dial (201)531-3777

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